

ADMINISTRATIVE—INTERNAL USE ONLY

Executive Registry

77-7489

3 May 1977

MEMORANDUM FOR: Mr. Vincent J. Heyman
Chief, Operations Center/DDI

SUBJECT : Distribution of Mail Addressed to the DCI


Vince:

1. As we discussed today, I wish to again call to your attention the necessity for all official mail addressed to the DCI to be sent to Executive Registry to ensure that it is placed into the system, properly recorded, available for distribution and action as appropriate.


2. There has been another instance where a sealed envelope delivered to the Operations Center after normal business hours was passed to the DCI without going to Executive Registry. Officially, the Agency might never have known about the item except for a query which initiated a search and revealed that it had never been received by Executive Registry. We subsequently obtained a copy of the document and passed it to the Agency individuals directly involved eight days after the document was issued.

3. Standing rules are that any material addressed to the DCI which is received in Operations Center after normal business hours, should be held until the following morning when it should be delivered to Executive Registry. The only exceptions to this procedure should be personal items or items of obvious sensitivity which are truly for the DCI's eyes only or are time sensitive.

4. I would appreciate it if you would ensure that all duty officers are aware of this procedure.


B. C. Evans
Executive Secretary

STAT

cc: SA/DCI 
EA/DCI McMahon
O/DDCI
C/DCI/SS

STAT

Internal Distribution:

Orig - Adse.
1 - Each as above
1 - ER
1 - ES Chrono

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ES/BCEVANS:cs (3 May 77)